



Nineteenth session

REPORT OF THE UNITED NATIONS CONFERENCE
ON TRADE AND DEVELOPMENT*

Administrative and financial implications of the recommendations
in the Final Act relating to institutional machinery

Report of the Secretary-General

1. The United Nations Conference on Trade and Development was convened in Geneva from 23 March to 15 June 1964 in accordance with resolution 917 (XXXIV) of the Economic and Social Council and 1785 (XVII) of the General Assembly. The Final Act of the Conference, dealing inter alia with the institutional arrangements, methods and machinery to implement measures relating to the expansion of international trade, recommends that the Conference be established as an organ of the General Assembly and asks the Secretary-General of the United Nations to submit to the General Assembly at its nineteenth session "a report on the financial implications of the above recommendations (on institutional machinery) as well as concrete suggestions as to the allocation of expenditure among all the States entitled to participate in the Conference".

2. In preparing this report on the administrative and financial implications of the recommendations on institutional machinery the Secretary-General has been guided by the terms of paragraphs 26 to 29 of the recommendation contained in annex A.V.1 of the Final Act of the Conference which read:

"26. Arrangements shall be made, in accordance with Article 101 of the Charter, for the immediate establishment of an adequate, permanent and full-time secretariat within the United Nations Secretariat for the proper servicing of the Conference, the Board and its subsidiary bodies.

* Item 32 of the provisional agenda.

"27. The secretariat shall be headed by the Secretary-General of the Conference who shall be appointed by the Secretary-General of the United Nations and confirmed by the General Assembly.

"28. Adequate arrangements shall be made by the Secretary-General of the United Nations for close co-operation and co-ordination between the secretariat of the Conference and the Department of Economic and Social Affairs, including the secretariats of the regional economic commissions and other appropriate units of the United Nations Secretariat as well as with the secretariats of the specialized agencies.

"29. The expenses of the Conference, its subsidiary bodies and secretariat, shall be borne by the regular budget of the United Nations which shall include a separate budgetary provision for such expenses.

"In accordance with the practice followed by the United Nations in similar cases, arrangements shall be made for assessments on States non-Members of the United Nations which participate in the Conference."

3. For the purposes of the budget estimates presented herewith, the recommendation of the Conference on institutional arrangements has been interpreted as meaning that the secretariat of the Conference should have the same status as other offices and departments in the United Nations Secretariat, and work closely with them under the direction of the Secretary-General of the United Nations.

4. The Secretary-General has also kept in mind that the work of the United Nations in the field of trade and development is part of the total work of the Organization in the field of international economic and social co-operation as described in Article 55 of the Charter. It is, moreover, his intention to ensure close co-operation and co-ordination between the secretariat of the Conference and the Department of Economic and Social Affairs, the regional economic commissions and other appropriate units of the United Nations Secretariat, as well as with the secretariats of the specialized agencies, as required under paragraph 28 of the recommendation contained in annex A.V.1 of the Final Act cited above.

5. In view of the provisions of the Final Act, the Secretary-General has arranged that in the future the secretariat of the Conference should provide the focal point for the study of trade trends, needs and policies. While this does not mean that the secretariat of the Conference should itself attempt to carry out all the studies and be staffed with this in mind, it is nevertheless essential to

provide fully adequate resources in order that it can, in co-operation when appropriate with other units of the United Nations Secretariat and the secretariats of the specialized agencies, discharge the main responsibility arising from the work on trade and development of the Conference, the Board and its subsidiary bodies. In this connexion, it should be noted that the preparatory work done by the Department of Economic and Social Affairs during 1963 for the Trade Conference was undertaken on an emergency basis by the postponement of other priority tasks. Given the existing resources, the Secretary-General feels that it is neither desirable nor advisable that current and continuing tasks in the economic and social fields be deferred in this manner to permit staff resources to be continuously diverted to work on trade matters. This is all the more so in the light of the fact that the Department of Economic and Social Affairs will in 1965-1966 intensify work on financing for development, with projected studies on problems relating to the international flow of public and private capital, the relation of aid to growth, etc., all of which will be required for the second Conference on Trade and Development to be convened early in 1966.

6. In implementing paragraph 28 of the recommendation contained in annex A.V.1, the Secretary-General has arranged for a rational division of labour and a close working relationship between the Conference secretariat and the Department of Economic and Social Affairs in the areas of possible overlapping, namely: (a) projections, (b) international financing for development and (c) trade in manufactures.

(a) In the field of projections, the secretariat of the Conference has certain specific responsibilities in relation to trade, especially in the analysis of trade needs of developing countries. In this connexion, the arrangements proposed provide for proper co-ordination with the Projections and Programming Centre established under resolution 1708 (XVI) of the General Assembly (which has responsibility in working out projections of world economic growth and its components) in order to secure uniformity of methodology and consistency of basic data, results and interpretation, as explained in paragraph 8 of annex I below.

(b) In the field of international financing for development, it is envisaged that the centre of gravity for the studies will be with the

Department of Economic and Social Affairs, subject to the requisite measure of joint planning by the Under-Secretary and the Secretary-General of the Conference. However, the secretariat of the Conference will have special responsibility for examining policies relating to the trade gap, ways and means of filling the gap, including compensatory and supplementary financing. In these as in other fields, it is recognized that it is not always possible to draw a precise line between the functions ascribed to the two units and that close co-operation must be maintained.

(c) In the field of trade in manufactures, it is assumed that the Centre for Industrial Development will continue to be concerned with aspects of the promotion of industrial development in developing countries, including studies of policies, programmes and procedures for industrialization in general and, in particular, the creation and expansion of industries with an export potential, and that the secretariat of the Conference will:

- (i) Deal with trade aspects of problems arising from the industrialization of the developing countries;
- (ii) Undertake studies and activities connected with proposals for preferential arrangements; and
- (iii) Deal with measures for the expansion of markets in developed countries for manufactures exported by the developing countries.

7. While the Secretary-General has necessarily had to present his estimates for 1965 in a special document because of the timing of the 1964 Conference, it is his intention to make provision for all expenses related to the activities of the Conference in a separate budget section of the estimates. Under this arrangement, the expenses would be borne by all Member States in accordance with the normal scale of assessments established by the General Assembly. In so far as non-Member States are concerned, attention is invited to paragraphs 38 and 39 of the report of the Committee on Contributions to the General Assembly at its nineteenth session^{1/} which contains the Committee's recommendations on the rates of assessment to be

^{1/} Official Records of the General Assembly, Nineteenth Session, Supplement No. 10 (A/5810 and Add.1).

applied in the event that the General Assembly should decide that non-Member States should be called upon to contribute towards the expenses in respect of their participation in these activities. For purposes of determining the amounts of the expenses to which non-Member States might be asked to contribute, the Secretary-General would propose that in the first instance, and subject to further determination as experience is gained, the expenses provided for in the separate budget section should be the basis for assessments on non-Member States.

Contributions so received from non-Member States would, in accordance with regulation 5.9 of the Financial Regulations of the United Nations, be credited as "miscellaneous income" of the Organization.

8. The present estimates contemplate a gradual building up of the secretariat of the Conference from the beginning of 1965 so as to reach full strength in 1966. Consequently, it has been thought advisable to set forth estimates of the full complement of the secretariat to be established in 1966 side by side with estimates of the transitional strength to be achieved in 1965. On this basis, gross professional staff requirements for the substantive secretariat of the Conference are estimated at seventy-one for 1965 and ninety-four for 1966. These figures include a provision of twenty-one professional posts for work on commodities, whereas the Department of Economic and Social Affairs has had some ten to fourteen professional posts assigned to work on trade and commodities. It is envisaged that most of these posts will be transferred to the secretariat of the Conference.

9. These estimates exclude the requirements for the servicing of:

(a) The plenipotentiary conference on Transit-trade of Land-locked Countries, which is to be convened in the middle of 1965, pursuant to the recommendation contained in annex A.VI.1 of the Final Act;

(b) The second conference on Trade and Development, which is to be convened early in 1966, pursuant to the terms of paragraph 32 (b) of the recommendation contained in annex A.V.1 of the Final Act;

(c) Any special conciliation machinery that might be established during 1965-1966 in terms of the report of the Special Committee on (conciliation) procedures that was convened in New York in September-October 1964 (A/5749).

As regards (a), it would be the Secretary-General's intention to submit to the General Assembly later in its current session a separate report on the requirements for servicing the plenipotentiary conference.

As regards (b), the Secretary-General feels that, on the experience of the first Conference, a figure of \$2 million would not be unreasonable as an estimate of the requirements for the second Conference. Based on such recommendations as may emerge from the Trade and Development Board's discussions in regard to the scope, time, place and duration of the second Conference, the Secretary-General would intend to submit detailed estimates to the General Assembly at its twentieth session.

Finally, in regard to (c), in view of the very nature of the activity, the Secretary-General feels that the most appropriate course would be to make provision for the related requirements under paragraph 1 (c) of the draft resolution relating to unforeseen and extraordinary expenses for the financial year 1965.

10. The fact that preparatory work for the 1966 Conference must be put in hand without delay will necessitate substantial provision for "consultants" and "temporary assistance". Indeed, in some specialized fields, experience has proved that it is more convenient and effective to engage consultants rather than to add to the permanent staff. The employment of temporary assistance applies not only to substantive staff needed for the preparation of some of the studies and reports for the Conference, the Trade and Development Board and its subsidiary bodies, but also to conference servicing staff such as interpreters, translators, documents staff, etc., required to service the series of meetings of the trade bodies which will be superimposed on the already heavy annual United Nations calendar of meetings. While for 1965 it is proposed that the requirements for conference-servicing be found from the outside as additional temporary assistance, it might prove preferable and advisable, in the light of the experience of servicing a full schedule of meetings during 1965, to make additions to the existing establishment of conference-servicing staff at Headquarters and Geneva for 1966 and future years.

11. The details of the organization and cost estimates for the new Trade and Development secretariat are contained in annex I to this report. Annex II contains estimates of requirements for other parts of the United Nations Secretariat which would be significantly affected by the work of the new Trade and Development

secretariat. Annex III details the requirements for the servicing of the meetings of the Trade and Development Board and its subsidiary bodies in 1965, including those for the translation, reproduction and distribution of documentation, the printing of official records of the new trade bodies and of other important studies and reports.

12. The total budgetary requirements for 1965 amount to \$3,073,600 as shown in the summary which follows.

SUMMARY OF REQUIREMENTS FOR 1966 and 1965

	<u>1966</u> \$	<u>1965</u> \$
I. SALARIES AND WAGES		
1. Established posts		
(a) secretariat of the Conference	1,859,000	964,000
(b) other secretariat units at Headquarters and Geneva	282,500	213,900
2. Individual experts and consultants	150,000	200,000
3. Temporary assistance		
(a) secretariat of the Conference	40,000	50,000
(b) for servicing meetings at Headquarters . .	a/	33,500
(c) for servicing meetings at Geneva	a/	398,300
(d) for contractual translation at Headquarters	a/	92,500
(e) internal reproduction services for preparatory documentation	a/	77,000
4. Overtime	15,000	15,000
5. Common staff costs	536,500	306,800
II. TRAVEL OF STAFF (including travel to meetings) . . .	150,000	150,000
III. HOSPITALITY (including representation allowances)	8,500	8,500
IV. PERMANENT EQUIPMENT	25,000	150,000
V. GENERAL EXPENSES		
(a) communications	100,000	100,000
(b) stationery, office supplies, and supplies for internal reproduction	65,000	65,000
(c) rental of office space	50,000	130,000
(d) utilities	10,000	10,000
VI. PRINTING	a/	109,100
Total	<u>3,291,500</u> ^{b/}	<u>3,073,600</u>
Income from Staff Assessment	393,000	212,000

a/ The requirements under these headings can only be determined on the basis of the work programme and meetings schedule for 1966.

b/ Exclusive of the requirements referred to in the foot-note above.

ANNEX I

Secretariat of the Conference

(Basic needs for the first full year of operation)

1. The proposed staff provisions cover the undertaking of research and other activities in furtherance of the programme of work emerging from the recommendations contained in the Final Act. Detailed analyses of the major developments and of problems relating to the expansion of international trade and trade needs of developing countries will have to be carried out. Studies will be needed of problems arising in the field of primary commodities, manufactures and finance related to trade, as well as in certain hitherto neglected fields such as shipping, insurance, and the trade problems of land-locked countries. At the same time, arrangements have to be made through the conference machinery for the discussion of these problems and for the possible negotiation of solutions. Much of this work will be directed towards the servicing of meetings at which groups of experts and/or representatives of Governments would discuss possible avenues for action.
2. It is recognized that the new secretariat will not be able to undertake during 1965 all the tasks to which reference is made in the many recommendations of the Conference, and that a selective approach will have to be considered, looking towards the programme of meetings in 1965 and the Second Conference in 1966. The staff provisions in this report have been drawn up on this basis.
3. The tentative organization of the new secretariat and its needs for the first full year of operation (1966) are set out in the attached chart. Explanatory paragraphs broadly outlining the functional responsibilities of each of the major divisions of the secretariat follow. As will be noted, the secretariat will be headed by the Secretary-General of the Conference, who will have the rank of Under-Secretary and will be appointed by the Secretary-General of the United Nations and confirmed by the General Assembly.

4. Provision has been made for the following units:
- (a) Office of the Secretary-General of the Conference
 - (b) Executive Office
 - (c) Division for Conference Planning and External Relations
 - (d) Research Division
 - (e) Trade Policies Division
 - (f) Commodities Division
 - (g) Manufactures Division
 - (h) Division for Invisibles and Financing Related to Trade
 - (i) Division for the Expansion of Trade with Socialist Countries

5. Office of the Secretary-General of the Conference

Apart from the Secretary-General and Deputy Secretary-General, provision is made for a Director of Co-ordination, two special assistants to the Secretary-General, and a professional assistant to the Director of Co-ordination. The Director of Co-ordination will be responsible to the Secretary-General of the Conference for the co-ordination of the work of the secretariat and for such other assignments as the Secretary-General of the Conference may decide.

6. The Executive Office is staffed in accordance with normal United Nations practice. In the light of experience, consideration may be given to the possibility of establishing joint administrative arrangements for all economic, social, technical assistance and Special Fund activities.

7. Division for Conference Planning and External Relations

The Secretary of the Conference will serve as Director of this Division, which will provide the secretariat for the Conference, the Trade and Development Board and other meetings as required, and will be responsible for the organization of all meetings. It will maintain relations with Member Governments, regional commissions, specialized agencies, GATT, and other inter-governmental and non-governmental bodies in connexion with its responsibility for organization of meetings, without prejudice to the working relations with Governments and agencies maintained by other divisions. In consultation with the other divisions

of the secretariat of the Conference and the appropriate services of the United Nations Secretariat concerned, the Division will make arrangements for the Conference and for meetings of the Trade and Development Board, its main committees and its other subsidiary bodies and working groups. The Division will have responsibility for the preparation of formal documentation (such as draft rules of procedures, terms of reference, agenda, programme of work, etc.) for these bodies.

8. Research Division

This Division will carry out research essentially concerned with trends in international trade and trade needs of developing countries. The Division will work closely with the Statistical Office and the Bureau of General Economic Research and Policies of the Department of Economic and Social Affairs. The primary responsibility of the Division will be to undertake the necessary economic and statistical analysis of world trade, with special reference to the problems of the developing countries (recommendation A.VI.6), and to assess the trade needs of developing countries in achieving rates of growth higher than those which have been experienced by the developing countries in the past decade (recommendation A.IV.2). The responsibility of this Division will include, inter alia, trade projection. In making provision for this work, the Secretary-General has taken into account the fact that several major units of the United Nations Secretariat have important responsibilities in the field of projections, including the Bureau of General Economic Research and Policies at Headquarters, the Trade and Development secretariat, and the four regional commissions. Projections are also being undertaken by specialized agencies and other inter-governmental organizations. The purposes of these various studies in projection are, of course, somewhat different. What is therefore necessary is to combine variety and freedom of research with uniformity of methodology and consistency of basic data, results, and interpretation. The requisite uniformity and consistency will be achieved by close consultation at every main stage of the work with the Centre for Projections and Programming established at Headquarters

as well as the centres in the regional commissions. This Division will also have responsibility for other trade research of a general character, including that required in connexion with an over-all survey of the depressed areas of the developing world (recommendation A.VI.5). Finally, the Division will furnish such substantive documentation to the Trade and Development Board, its subsidiary bodies, and expert groups as does not fall within the work programme of the other divisions.

9. Trade Policies Division

A separate Division for policy analysis is necessitated by the complexity of the programme in this area. Since one of the fundamental purposes of the new trade machinery is the elaboration by the Conference and the Trade and Development Board of new trade policies, it will be necessary for the Division to devote full time to the analysis of such policies as distinct from the analysis of trade needs and trends which will be undertaken by the Research Division. This Division will be primarily concerned with the over-all adequacy of trade policies of both developed and developing countries for achieving the objectives of the Conference. While the Division would be broadly concerned with the trade policy aspects of raising rates of growth in developing countries (recommendation A.IV.2), it would deal also with the general aspects of policies in the various substantive fields (commodities, manufactures, invisibles and financing related to trade (in matters mentioned in paragraph 6 (b)) and trade of socialist countries). The Division would also work on trade principles (recommendations A.I.1 and A.I.3), problems of regional integration (recommendations A.VI.8, A.II.5 and A.III.8) and international monetary issues (recommendation A.IV.19).

10. Commodities Division

This Division will carry out the substantive servicing of the Committee on Commodities recommended in the Final Act; the preparation of annual

commodity surveys; the preparation of annual reports on inter-governmental consultations and action on commodities; assistance in the preparation and negotiation of commodity arrangements; the substantive servicing of certain individual commodity committees and groups, for example, those on tungsten and lead and zinc; the preparation of such substantive studies or reports as may be required; and the programme of work deriving from recommendations A.II.1 to A.II.9. Some of these activities have been performed in the Bureau of General Economic Research and Policies of the Department of Economic and Social Affairs in its servicing of the Commission on International Commodity Trade and the Interim Co-ordinating Committee for International Commodity Arrangements. Responsibility for carrying out these functions will be transferred to the Commodities Division of the secretariat of the Conference, though the Bureau of General Economic Research and Policies will need to continue to keep under review trends in trade as part of its continuing study of world economic trends.

11. Manufactures Division

This Division will service the Committee on Manufactures and be concerned with the study of problems covered in recommendations A.III.1 to A.III.8, maintaining close co-operation with the Centre for Industrial Development, as explained in paragraph 6 (c) above.

12. Division for Invisibles and Financing Related to Trade

This Division will service the Committee on Invisibles and Financing Related to Trade and will be concerned with the study of problems covered in recommendations A.IV.1 to A.IV.26. Recommendations A.IV.21, A.IV.22, A.IV.23 and A.IV.24 deal specifically with shipping, insurance, and tourism, and it is proposed to establish separate sections to undertake work in these fields.

The work of the Division concerning finance related to trade will be undertaken in close co-operation with the Bureau of General Economic Research and Policies and the Fiscal and Financial Branch of the Department of Economic and Social Affairs, as well as the International Bank for Reconstruction and Development and the International Monetary Fund.

13. Division for the Expansion of Trade with the Socialist Countries

This Division will deal with a number of specific features of the trade of socialist countries with the rest of the world, including long-term trade agreements (recommendation A.VI.3) with special emphasis on trade with developing countries. The Division will also handle questions arising in connexion with industrial branch agreements (recommendation A.III.2) and other problems of trade expansion (recommendations A.III.7 and A.VI.7). This work will be undertaken in close co-operation with the secretariat of the Economic Commission for Europe. This Division will not cover all aspects of the trade of socialist countries but only those that are particular to these countries. In so far as socialist countries are concerned in the general problems of trade in primary commodities or manufactures or of invisibles or financing related to trade, this will be handled by the respective divisions dealing with these matters. Similarly, the Research Division and the Trade Policies Division will cover the socialist countries in the normal course of their work.

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14. Based on the foregoing, a chart giving the tentative organization for the Trade secretariat is attached.

Office of the Secretary-General of the Conference	
Secretary-General	U-8
Deputy Secretary-General	U-8
Director for Co-ordination	D-2
Special Assistant	D-1
Special Assistant	P-5
Professional Officer	P-3
Secretaries	2 G-5
	5 G-4/G-3

Conference Planning and External Relations	
Secretary of Conference	D-2
Secretary, T. and D. Board	D-1
Senior Officer	P-5
Professional Officer	P-4
Professional Officers	2 P-3
Administrative Assistants	2 G-5
Secretary/Clerks	8 G-4/G-3

Executive Offices	
Executive Officer	D-1/P-5
Admin. Officer	P-4
Admin. Officer	P-3
Admin. Assistants	2 G-5
Secretary/Clerks	5 G-4/G-3

Research	
Director	P-2
Ass't Director	D-1
Senior Officers	2 P-5
Prof'l Officers	2 P-4
	2 P-3
	2 P-2
Stat. clerks	2 G-4
Secretaries and clerks	6 G-4/3

Trade Policies	
Director	D-2
Ass't Director	D-1
Senior Officers	2 P-5
Prof'l Officers	2 P-4
	2 P-3
	2 P-2
Stat. clerks	2 G-4
Secretaries and clerks	6 G-4/3

Manufactures	
Director	D-2
Ass't Director	D-1
Senior Officers	2 P-5
Prof'l Officers	2 P-4
	2 P-3
	2 P-2
Stat. clerks	2 G-4
Secretaries and clerks	5 G-4/3

Expansion of Trade with Socialist Countries	
Director	D-2
Ass't Director	D-1
Senior Officer	P-5
Prof'l Officer	P-4
"	P-3
Stat. clerks	2 G-4
Secretaries and clerks	4 G-3

Invisibles and Planning for Trade	
Director	D-2
Secretary	G-4

Shipping	
Chief	D-1
Prof'l Officers	2 P-4
	1 P-3
Secretaries	2 G-3

Insurance	
Chief	P-5
Prof'l Officer	P-3
Secretary	G-3

Tourism	
Chief	P-3
Prof'l Officer	P-3
Secretary	G-3

Financing for Trade	
Chief	D-1
Prof'l Officers	2 P-4
	1 P-3
Stat. clerks	2 G-4
Secretaries	2 G-3

Area Sections	
Asia and Far East	
4 Prof'l Officers (P-5, P-4, 2 P-3)	
3 Secretaries and clerks (G-4/G-3)	
Latin America	
4 Prof'l Officers (P-5, P-4, 2 P-3)	
3 Secretaries and clerks (G-4/G-3)	
Africa	
4 Prof'l Officers (P-5, P-4, 2 P-3)	
3 Secretaries and clerks (G-4/G-3)	

Commodities	
Director	D-2
Ass't Director	D-1
Prof'l Officer	P-5
Secretaries	2 G-4/G-3

Commodity Arrangements	
Chief	P-5
Prof'l Officers	3 P-4
	3 P-3
	2 P-2
Admin. Ass't	G-5
Secretaries and clerks	4 G-4/G-3

Commodity Studies	
Chief	P-5
Prof'l Officers	3 P-4
	3 P-3
	2 P-2
Stat. clerks	3 G-4
Secretaries and clerks	4 G-4/G-3

Summary of staff needs for 1966 and 1965

<u>Level</u>	Basic needs for the first full year of operation i.e., 1966			Transitional provisions for 1965		
	Nos.	Salary costs for a full 12 months	Common staff costs	Nos.	Salary costs for a full 12 months	Common staff costs
		\$	\$		\$	\$
Under-Secretary	2	62,200		2	62,200	
Director (D-2)	8	191,100		8	191,100	
Assistant Director (D-1)	10	206,200		10	206,200	
Senior Officer (P-5)	16	281,000		10	175,600	
Professional Officers (P-4)	22	316,800		20	288,000	
(P-3)	28	331,800		17	201,450	
(P-2)	8	75,800		4	37,850	
	94	1,464,900		71	1,162,400	
<u>General Service</u>						
Principal level (G-5)	7	49,300		7	49,500	
Other levels (G-4/G-3)	78	418,000		60	312,000	
	85	467,300		67	361,500	
TOTAL	179	1,932,200	490,000	138	1,523,900	670,000

2,422,200

1,893,900

Less:

(i) Allowance for time required for recruitment (5 per cent in 1966 and 30 per cent in 1965 on professional posts)

\$ (73,200)

\$ (348,900)

(ii) Reduction in common staff costs due to (i) above

(13,000)

(60,000)

(iii) Costs for posts transferred from the Department of ESA (12 professional - D-1, P-5, 3 P-4, 4 P-3, 3 P-2 - and 8 general service - G-5 and 7 G-4/G-3) presently provided for under section 3

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(211,000)

(iv) Common staff costs for above (presently provided for under section 4)

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(56,000)

\$2,336,000

\$1,224,000

Income from staff assessment

\$ 350,000

\$ 180,000

\$

15. Consultants and related travel 200,000

In view of the fact that work during 1965 requires to be oriented not only towards servicing the Trade and Development Board, its main committees, and other subsidiary bodies, but also towards the preparation of documentation for the second Trade Conference to be held early in 1966, considerable reliance on short-term consultants and specialists in trade matters is inevitable.

16. Temporary assistance 50,000

The employment of secretarial/clerical staff during peak periods will be necessary because of the schedule of meetings of the various trade bodies throughout the year. The clerical staff will include short-term statistical clerks as well as typists.

17. Overtime 15,000

18. Travel (including travel to service meetings) 150,000

Besides travel by senior officials for consultations with Governments, specialized agencies, inter-governmental organizations concerned with trade questions, and travel to the regional commissions, there will be transatlantic travel occasioned by the fact the meetings schedule provides for most of the meetings being held in Geneva.

19. Hospitality (including representation allowances) 8,500

20. Office equipment 150,000

The amount covers the purchase of office furniture, library equipment and office machines, including typewriters, calculating machines, and copying machines, for use both in New York and in Geneva.

21. Communications (cables, long distance telephone, freight, including charges for shipment of documents for the meetings in Geneva). 100,000

22. Stationery and office supplies (including supplies for internal reproduction), library books and periodicals 65,000

\$

23. Office space 130,000

It will be necessary to rent additional office space to accommodate the substantive as well as the temporary conference-servicing staff. The expenditures in this regard are likely to arise in the main in Geneva, where the major portion of the meetings will take place.

24. Utilities 10,000

Provision is made for the additional costs of air conditioning and/or heating of the conference rooms in Geneva.

Summary of annex I

	<u>1966</u>	<u>1965</u>
	\$	\$
(i) Established posts, secretariat of the Conference	1,859,000	964,000
(ii) Common staff costs for above	<u>477,000</u>	<u>260,000</u>
	2,336,000	1,224,000
(iii) Individual experts and consultants	150,000	200,000
(iv) Temporary assistance	40,000	50,000
(v) Overtime	15,000	15,000
(vi) Travel (including travel to meetings)	150,000	150,000
(vii) Hospitality (including representation allowances)	8,500	8,500
(viii) Permanent equipment	25,000	150,000
(ix) General expenses:		
- Communications	100,000	100,000
- Stationery, office supplies, supplies for internal reproduction, library books and periodicals	65,000	65,000
- Rental of office space	50,000	130,000
- Utilities	10,000	10,000
	<u>2,949,500</u>	<u>2,102,500</u>
<u>Less Income from staff assessment</u>	350,000	180,000

ANNEX II

Requirements in other Secretariat units excluding
conference servicing requirements

1. In paragraph 6 of the report, reference has already been made to some of the arrangements contemplated for ensuring close co-operation and co-ordination between the new secretariat and the Department of Economic and Social Affairs. The units chiefly concerned will be the Bureau of General Economic Research and Policies, the Fiscal and Financial Branch, the Statistical Office, and the Centre for Industrial Development. The Under-Secretary for Economic and Social Affairs and the Commissioner for Industrial Development will take appropriate steps to adjust the work programmes of the units concerned in order to take account of the arrangements mentioned in the earlier paragraphs.
2. The establishment of the secretariat will create additional requirements for trade statistics, which are the responsibility of the International Trade Statistics Centre of the United Nations Statistical Office. While the installation of the electronic computer to be acquired in 1965 will facilitate the undertaking of the added responsibilities, some strengthening of the International Trade Statistics Centre would appear both desirable and necessary. In recognition of the increased workload and responsibilities of the Centre, it is proposed to strengthen its staff by the addition of an Assistant Director (D-1) and to provide for it two programmers at the P-4 level, two statistical clerks, and one secretary. These additional requirements are for 1966 when the new secretariat is to reach full strength. For 1965 these additional requirements are estimated as one Principal Officer (D-1), one First Officer (P-4), and two statistical clerks. The related costs are estimated at \$76,000 for 1966 and \$43,000 for 1965. These figures include common staff costs and make allowance for time for recruitment.
3. In so far as other Headquarters requirements are concerned, it will be necessary also to provide for some additional staff in the central administrative, financial, legal, conference, and general services to meet the requirements for servicing the new office. It is estimated that a total of four professional (P-5, P-4 and 2 P-2) and twelve general service posts will be required for a period

of about ten months each in 1965. The related costs are \$110,000 in 1965 and \$131,400 in 1966. These figures include common staff costs and make allowance for time for recruitment.

4. In so far as Geneva is concerned, it will be necessary to strengthen certain of the central services such as finance, personnel, general, information, and library services. The requirements for these services are estimated at four additional professional posts (P-5, 2 P-3, P-2) and nine general service posts. Furthermore, some temporary assistance equivalent to six clerical posts for a period of five months each will be required to cope with peak meeting periods. The related costs are estimated at \$108,000 for 1965 and \$135,000 for 1966, inclusive of common staff costs but allowing for recruitment to the posts required on a full-year basis.

Summary of annex II

	<u>1966</u> \$	<u>1965</u> \$
Section 3. Salaries and wages		
- Statistical Office	59,300	33,700
- Administrative, financial, legal, conference and general services . .	108,200	90,200
- Certain services in Geneva	115,000	90,000
	282,500	213,900
Section 4. Common staff costs	59,500	46,800
	342,000	260,700
<u>Income</u>		
Staff assessment	(43,000)	(32,000)

ANNEX III

Requirements for conference servicing^{a/} and printing of Official
Records and studies prepared by the new secretariat

1. A tentative schedule for 1965 of meetings of the Trade and Development Board, its three main Committees and other subsidiary bodies is submitted in annex IV. In fitting this list of meetings into the already heavy programme of meetings of the existing United Nations bodies, every attempt has been made to schedule the meetings so as to draw as fully as possible on existing resources for servicing meetings. The Secretary-General has also had to take into account the fact that the time available for the total conference programme will be shortened because of the extension into 1965 of the nineteenth session of the General Assembly. Based on the foregoing considerations, the additional provisions for the servicing of the schedule of meetings of the new trade bodies, are set out in this Annex, under the following main headings:

A. Preparatory documentation for the various trade bodies \$155,000

A detailed listing of the preparatory documentation anticipated in regard to the various bodies expected to meet in 1965 is attached as annex V. The total volume of such documentation is estimated at some 3,700 manuscript pages which will require to be translated, reproduced, and distributed in four languages prior to the commencement of the meeting concerned. This work will be undertaken at Headquarters irrespective of the location of the various meetings. In the light of the workload facing the translation services next year, it will not be possible to undertake this additional work for the various trade bodies within existing staff resources, and provision needs therefore be made for undertaking it (or an equivalent volume) through the use of external sources. Based on an average cost of \$8 per manuscript page for translation, revision, and typing of fair copy, and \$2 a page for typing in the original language of submission, the related costs are estimated at \$ 78,000

^{a/} Excluding the requirements for the Plenipotentiary Conference on Transit Trade of Land-locked Countries.

The cost of reproduction (including labour, paper and other supplies) of this volume of documentation, using the normal pattern of distribution and further assuming that approximately 75 per cent of it would be done through the use of internal facilities and the balance by external contract, is estimated at \$ 77,000

B. Costs of servicing meetings to be held at Headquarters \$ 48,000

As indicated in the tentative schedule of meetings shown in annex IV, the following meetings are to take place at Headquarters:

- (i) First session of the Trade and Development Board for a period of three weeks from 5 to 23 April;
- (ii) Expert Group on Monetary and Financial Questions for four weeks from 14 June to 9 July.

For the servicing of both of these meetings, the following additional staff will be required:

- (i) One team of eight interpreters (two for each language) at an average cost of \$3,800 for each week of meetings (including salaries, travel and subsistence) \$ 26,500
- (ii) One team of editors (comprising three editors and one editorial assistant), for a period of eight weeks for the editing of the official records of the Trade and Development Board at an estimated cost of \$ 5,000

Also two temporary staff will be required for the taking of the minutes of the meetings of the Expert Group on Monetary and Financial Questions, at an estimated cost of \$ 2,000

Provision will also need to be made for the translation, revision, and typing of in-session documentation, summary records, and the final report of the Trade and Development Board. On the basis of 1,800 pages, at \$8 per page the costs are estimated at \$ 14,500

C. Costs of servicing meetings to be held at Geneva \$398,300

Similarly, in accordance with the tentative schedule shown under annex IV, the following meetings are to be held at Geneva:

- (i) Special Committee on Preferences for three weeks from 1 to 19 March;
- (ii) Ad Hoc Working Party on International Organization of Commodity Trade, first session, from 17 to 28 May;
- (iii) Committee on Commodities for three weeks from 12 to 30 July, including the establishment of a sub-group on Commodities affected by Synthetic Substitutes and other substitute products;
- (iv) Committee on Manufactures for three weeks from 27 September to 15 October;
- (v) Committee on Invisibles and Financing related to Trade for three weeks from 19 October to 5 November, including an overlap with the meetings of the Expert Group on Repayment of Loans for one week;
- (vi) Trade and Development Board, second session, for four weeks from 23 November to 16 December.

Since all of these meetings will be superimposed upon the normal programme of meetings for the European Office, they will require additional staff resources.

Exclusive of the second session of the Trade and Development Board, the basic complement of additional staff required for the servicing of each of the four committees in sub-paragraphs (i), (iii), (iv) and (v) above is as follows:

- 8 interpreters (2 for each language)
- 6 precis writers
- 12 translators
- 6 revisers
- 30 stenographer/typists
- 3 secretaries

It is assumed that there will be two meetings per day for each of these committees, that simultaneous interpretation will be provided in four languages, and that summary records will be issued in three languages. In the case of the Ad Hoc Working Party on International Organization of Commodity Trade, the requirements will be somewhat less than indicated above inasmuch as there will be minutes only in one language and a final report. On this basis, the costs are estimated at \$174,500

The Sub-Group on Commodities Affected by Synthetic Substitutes and other Substitute Products, and the Expert Group on Repayment of Loans overlap with the sessions of the related main committees. Furthermore, the Expert Committee on the Regional Development Fund is scheduled to meet in Geneva for two weeks from 9 to 20 August. Additional conference staff for servicing these meetings will be required as follows:

- 8 interpreters
- 4 minute-writers
- 8 translators (for in-session documentation)
- 5 revisers
- 22 stenographer/typists
- 3 secretaries

Based again on the assumption that these bodies will require only minutes of their meetings in one language and a final report, the costs are estimated at \$ 53,200

For the servicing of the second session of the Trade and Development Board from 23 November to 16 December, the following conference staff will be required for a period of four weeks:

- 8 interpreters
- 6 precis-writers
- 22 translators
- 9 revisers
- 54 stenographer/typists
- 3 secretaries

The additional staff requirements are based on two meetings per day, simultaneous interpretation into four languages, and summary records and in-session documentation of a volume of 800 pages to be issued in three languages. The related costs are estimated at \$ 74,600

The impact of this heavy programme of meetings at the European Office will give rise to a need to strengthen certain related services as shown below:

(a) Editing: Three additional editors for the period 1 to 19 March and six additional editors and three editorial assistants for the period 1 September to 31 December will be required to undertake the editing of the official records and reports emanating from these meetings. The estimated cost is \$ 35,000

(b) Reproduction and distribution services: Additional staff will be required to reinforce these services to the extent of fifteen reproduction personnel, twelve distribution clerks, one meetings service officer, and four documents control clerks for a period of five months at an estimated cost of \$ 48,500

(c) Other services: It will be necessary to recruit additional technicians for the operation of simultaneous interpretation equipment, and guards, messengers, and cleaners for the various meetings at an estimated cost of . . \$ 12,500

D. Printing: \$109,100

(i) Official Records of the Trade and Development Board and its subsidiary bodies

After consultation with the United Nations Publications Board, the Secretary-General recommends that provision be made in the amount of \$59,100 for the printing of the official records of the Trade and Development Board as follows:

Summary Records

(a) First session, twenty-five-thirty meetings, separate fascicles, and later bound volumes with cover, about 160 pages each in English, French and Spanish \$13,000

(b) Second session, thirty-five-forty meetings, separate fascicles, and later bound volumes with cover, about 160 pages each in English, French and Spanish \$13,000

Supplements - four reports of about thirty-six pages each in English, French, Spanish and Russian with cover \$17,000

Annexes - one volume of about 160 pages each in English, French and Spanish with cover \$10,500

Resolutions - one volume of about twenty pages for each of two sessions, in English, French, Spanish, Russian and Chinese with cover (\$2,800 each session) . \$ 5,600

(ii) Special studies and reports on trade and development problems

A lump sum of \$50,000 is requested to permit the publication in four languages of up to three important studies, each of approximately 120 pages, prepared during the year on trade and development problems . . . \$50,000

Summary of annex III

	<u>1965 only</u>
	\$
A. Preparatory documentation for the various trade bodies	155,000
B. Costs of servicing meetings held at Headquarters	48,000
C. Costs of servicing meetings held at Geneva	398,300
D. Printing	109,100
	<u>710,400</u>

ANNEX IV

Tentative schedule of meetings of trade bodies during 1965

The meetings listed hereunder are those provided for in the Final Act of the Conference.

Certain commodity meetings may also be convened during 1965 in order to renegotiate or extend existing agreements or in order to further work already in progress or pending. It is likely that a tin conference will be held at Headquarters in the spring of 1965, and there is a possibility that a second commodity conference may be held in Geneva during August and September. Short meetings on certain non-ferrous metals are also likely to be required. Such commodity meetings will be scheduled as appropriate within the over-all programme of meetings for the secretariat of the Conference.

Provision has been made in the budget estimates for 1965 in the amount of \$9,000 (in section 1) for two sessions of the Interim Co-ordinating Committee for International Commodity Arrangements, one in New York and a second in Geneva, and \$45,000 (in section 2) for commodity conferences to be convened during 1965 on the recommendation of the Interim Co-ordinating Committee for International Commodity Arrangements to the Secretary-General.

	<u>Dates</u>	<u>Duration</u>	<u>Location</u>
Special Committee on Preferences (Recommendation A.III.5)	1-19 March	3 weeks	Geneva
Trade and Development Board First session (Recommendation A.V.1)	5-23 April	3 weeks	New York
Ad Hoc Working Party on International Organization of Commodity Trade (Recommendation A.II.8), first session	17-28 May	2 weeks	Geneva
Expert Group on Monetary and Financial Questions (Recommendations A.IV.19 and IV.18)	14 June- 2 July (or 9 July)	3-4 weeks	New York

	<u>Dates</u>	<u>Duration</u>	<u>Location</u>
Committee on Commodities First session (including establishment of Sub-Group on Commodities Affected by Synthetic Substitutes and Other Substitute Products) (Recommendations A.V.1, II.1, and II.7)	12-30 July	3 weeks	Geneva
Regional Development Fund Expert Committee (Recommendation A.IV.9)	9-20 August	2 weeks	Geneva
United Nations Conference on Transit Trade of Land-locked Countries (Recommendation A.VI.1)	9 August- 10 September	5 weeks	Geneva
Committee on Manufactures First session (Recommendation A.V.1)	27 September- 15 October	3 weeks	Geneva
Committee on Invisibles and Financing related to Trade First session (including Expert Group on Repayment of Loans) (Recommendations A.V.1 and A.IV.4)	19 October- 5 November	3 weeks	Geneva
Trade and Development Board Second session	23 November- 16 December	4 weeks	Geneva

Estimates of documentation and Official Records of meetings of the trade bodies in 1965^{a/}

Records ^{b/}	No. of working days	Pre-session ^{c/} (manuscript pages)	In-session ^{c/} (manuscript pages)	Post-session ^{c/} (manuscript pages)	Printing ^{d/} Requirements (Official Records)
Special Committee on Preferences	SR's 15	300	200	150	Final report
Trade and Development Board First session	SR's 15-20	200	300	100	Summary records Final report Rules of procedure Terms of reference of Main Committees etc.
Regional Development Fund Expert Committee	e/ 10	150	200	70	Final report
Expert Group on Monetary and Financial Questions	e/ 15-20	400	300	150	Final report
Committee on Commodities First session (including Ad Hoc Working Party on International Organization of Commodity Trade and establishment of Sub-Group on Commodities affected by synthetic substitutes and other substitute products)	SR's 19	800	300	100	Final report as Supplement to Official records of Trade and Development Board

^{a/} To be reviewed after first session of Trade and Development Board.

^{b/} Summary records to be issued in E/F/S.

^{c/} All documents to be issued in E/F/S/R.

^{d/} Number of manuscript pages for printing would be approximately the same as shown in the "Post-session" column.

^{e/} English minutes.

ANNEX V (continued)

Records	No. of working days	Pre-session (manuscript pages)	In-session (manuscript pages)	Post-session (manuscript pages)	Printing Requirements
Committee on Manufactures First session	14	500	200	70	Final report as Supplement to Official Records of Trade and Development Board
Committee on Invisibles and Financing related to Trade First session (including Expert Group on Repayment of Loans)	14	500	300	100	Final report as Supplement to Official Records of Trade and Development Board
Trade and Development Board Second session	20	800	800	200	Final report Summary records Certain substantive reports